

ER 6-1132

OCT 7 1954

MEMORANDUM FOR: General Counsel
Director of Security
Auditor-in-Chief
Comptroller
Chief, Logistics Office
Chief, Medical Staff
Chief, Project Administrative Planning Staff
Chief, Management Staff

SUBJECT : Agency Telephone Facilities

1. Telephone facilities provided for this Agency in the Departmental Area are limited to a total of 3,600 lines. Of this amount, 3,371 lines are presently in use leaving a balance of 229 lines available for future expansion.
2. Additional telephone facilities can not be acquired without replacing the existing switchboard. This installation would require approximately one year from date of order.
3. Every effort must be made to avoid ordering a new switchboard because it would represent a substantial monetary obligation to the Agency in addition to the time element involved.
4. The Logistics Office will conduct a survey of all telephone lines presently assigned in the Departmental Area with a view towards recovery of those lines which are not absolutely essential.
5. It is requested that a qualified person who is thoroughly familiar with the office organization and functions be appointed in each organizational component under your jurisdiction to work with the Logistics Office survey team in reviewing all telephone requirements in order to ascertain minimum essential needs. The names of appointees should be forwarded to [redacted] Chief, Telephone Section, [redacted].

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L. K. WHITE
Deputy Director
(Administration)

LO/TB/SCF:jc

1 - each addressee

2 - DD/A

Chronic
Subject:

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